

S E C R E T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070047-9

REPORTS INVENTORY						CONTROL NO. 015	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) 25X1 Report of Activities - 						2. TYPE OF REPORT <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">X</div> <div style="border: 1px solid black; padding: 2px;">STATISTICAL</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">X</div> <div style="border: 1px solid black; padding: 2px;">NARRATIVE</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px;">MACHINE-NAME LISTING</div> </div>	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly				6. DISTRIBUTION (No. of components not number of copies) 2	
7. FORMAT (memorandum, form computer print-out, etc) Dispatch		8. ADP PROCESSING <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">X</div> <div style="border: 1px solid black; padding: 2px;">YES</div> <div style="border: 1px solid black; padding: 2px; margin-left: 5px;">IF YES GIVE ADP PROCESSING NO.</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">X</div> <div style="border: 1px solid black; padding: 2px;">NO</div> </div>				9. DIRECTIVE AUTHORITY REQUIRING REPORT Director of Security	
10. PREPARING COMPONENT (include lowest level contributing information to report) Security Officer, 25X1				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-13	\$8.06		8		\$64.48		4 \$257.92
GS-05	3.15		4		12.60		4 50.40
							\$308.32
B. COSTS OF COMPUTER PRODUCED REPORTS							
N/A							
TOTAL COSTS PER YEAR						\$308.32	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. To keep the Director of Security apprised of the activities of Security careerists detailed to serve as security officers at overseas facilities. This reporting began in 1953 on a monthly basis and was recycled to a quarterly basis in November 1968.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">X</div> <div style="border: 1px solid black; padding: 2px;">RETAIN AS IS</div> <div style="margin: 0 10px;">OR</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px;">OTHER (explain)</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px;">CHANGE</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"></div> <div style="border: 1px solid black; padding: 2px;">DISCONTINUE</div> </div>						ESTIMATED SAVINGS	
						MAN-HOURS 0	
16. DATE OF INVENTORY 25X1 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070047-9					18. EXTENSION <div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div>

25X1